

**CP-30 DUAL EMPLOYMENT CERTIFICATION FORM (REVISED (8-11-95))
REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE
FOR WORK PERFORMED FOR ANOTHER STATE AGENCY**

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the **Borrowing Agency** will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the **Parent Agency** budget officer will send the original to his payroll clerk as authorization to pay the borrowed employee his additional salary. The second copy will be filed by the **Parent Agency** and the third copy will be returned to the **Borrowing Agency**. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

Section One

CERTIFICATION BY BORROWING AGENCY			Analysis of Payment to Parent Agency (Fill in as Applicable)
Name of Agency			Salary for Services
Name of Employee			* Travel
Name & Location of Work Performed			* Subsistence
Dates Worked			Gross due
Rate & Time if Appropriate			Employee
Agency Company	Account	Center	Matching Retirement
Signature of Contracting Agency Official			Matching Social Security
			Indirect Expense
			Direct Cost
			Total Payment Due Parent Agency
			* Borrowing agency is assuming liability for accuracy and statutory compliance for these items.

Section Two

CERTIFICATION BY PARENT AGENCY			
Name of Agency			
Name of Employee			
Classification, Rank or Title			
Position Number		Social Security Number	
Company	Account	Center	Retirement Code
I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$_____ in addition to regular salary. (This is for Payroll purposes and should not include travel and subsistence.)			
Budget Officer (Parent Agency)			
We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for his services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment".			
Employee			
Immediate Supervisor			
Department Head			